1. Situation. Parts of this MARADMIN are still under review. However, the dates and POCs below are correct and approved. If you have any questions please contact the above POC or your regional academy listed below.

2. Mission. SNCOAs will sponsor the First Sergeant and Master Sergeant Regional Seminars at the locations and dates indicated in paragraph 3.

3. Execution.

<table>
<thead>
<tr>
<th>Location</th>
<th>Seminar Dates</th>
<th>Nominees Due</th>
<th>Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCB Quantico</td>
<td>5 Oct - 9 Oct 20</td>
<td>18 Sep 20</td>
<td>100</td>
</tr>
<tr>
<td>Camp Lejeune</td>
<td>7 Dec - 11 Dec 20</td>
<td>20 Nov 20</td>
<td>100</td>
</tr>
<tr>
<td>Camp Pendleton</td>
<td>7 Dec - 11 Dec 20</td>
<td>20 Nov 20</td>
<td>120</td>
</tr>
<tr>
<td>Camp Pendleton</td>
<td>25 Jan - 29 Jan 21</td>
<td>8 Jan 21</td>
<td>120</td>
</tr>
</tbody>
</table>
Camp Butler       17 May - 21 May 21   30 Apr 21       150
MCB Hawaii        17 May - 21 May 21   30 Apr 21       25
Camp Lejeune      16 Aug - 20 Aug 21   30 Jul 21       100
Camp Pendleton    16 Aug - 20 Aug 21   30 Jul 21       240

3.a. Due to the current COVID-19 operating environment, the Enlisted College may adjust seats to maintain social distancing requirements or may cancel a seminar prior to commencement. Command are highly encouraged to maintain communication with the POCs listed in paragraph 5 to received the most up-to-date information. If seat are reduced or a seminar is canceled the hosting SNCO Academy will only contact the affected commands.

3.b. Seminar Registration

3.b.1. The Marine Corps Training Information Management System (MCTIMS) is not utilized for the registration of the First Sergeant and Master Sergeant Regional Seminar. The seminar does not meet the requirements established by Training and Education Command to be listed as a course within MCTIMS.

3.b.2. In accordance with reference (c), request command G-3 or S-3 representatives provide a list of nominees, by digitally signed email, to include full name, grade, last five of Electronic Data Interchange Personnel Identifier, military occupational specialty, phone number, email address, and complete unit address to the respective SNCOA point of contact (POC) listed in paragraph 5, no later than 16 days prior to the convening date of the respective seminar date.

3.c. Attendees must be First Sergeants or Master Sergeants or selectees (Active or Reserve) who have not previously attended.

3.d. All attendees will report to the designated seminar no
later than 0730 on the respective seminar convene date.

4. Administration and Logistics.

4.a. All quotas received by the SNCOA from major subordinate commands will be assigned on first-come, first-serve basis. Upon receipt of Marines' information, the respective SNCOA POC will confirm, via email, the attendee's seat. SNCOA will not normally exceed the total number of allocated seats established or accept additional nominees after the 16-day nomination due date outlined in paragraph 3.

4.b. Lodging, travel arrangements, and rental vehicles are the responsibility of the Marine's parent command and will be in accordance with the most current Joint Travel Regulation Publication (REF D).

4.c. Funded, non-reporting orders are the responsibility of the Marine's parent command. Indicate on orders that government quarters and messing are not available.

4.d. A conference fee is required to be paid by seminar attendees. This fee is nonrefundable and is not reimbursable through Defense Travel System. Separate correspondence will be disseminated by the host SNCOA to all registered attendees prior to the commencement of the seminar regarding conference fees.

4.e. Uniform Requirements: The uniform for the seminar is the Marine Corps Combat Utility Uniform and appropriate seasonal service uniform. The host academy may disseminate additional uniform requirements prior to the commencement of the respective seminars.

5. Command and Signal.

5.a. POCs for the regional SNCOAs are as follows:

5.a(1) MCB Quantico. Sergeant Major Christopher L. Griffith,
christopher.griffith@usmc.mil, (703) 784-3138. Master Gunnery Sergeant
Julio R. Melendez, julio.melendez@usmc.mil, (703) 784-3246. Staff Sergeant
Jordan A. Johnson, jordan.a.johnson@usmc.mil, (703) 784-5793.

5.a(2) Camp Pendleton. Sergeant Major Jason E. Haney,
  jason.e.haney@usmc.mil, (760) 725-4077. Master Gunnery Sergeant Eduardo
  Espinal, eduardo.espinal@usmc.mil, (760) 725-4590. Staff Sergeant Vivian
  L. Hayden, vivian.hayden@usmc.mil, (760) 763-0217.

5.a(3) Camp Lejeune. SNCOA.LEJEUNE@usmc.mil, (910) 450-1942/1945.

5.a(4) Camp Butler. Sergeant Major Jason B. Hammock,
jason.hammock@usmc.mil, DSN (315) 623-4912; Master Gunnery Sergeant Ieremia
  K. Pa'U, ieremia.pau@usmc.mil, DSN (315) 623-4970; Staff Sergeant George M.
  Crans, george.crans@usmc.mil, DSN (315) 623-4799.

5.a(5) MCB Hawaii. First Sergeant Leon S. Parker, leon.parker@usmc.mil,
  (808) 257-2600. Master Sergeant Rick Mistic, roger.nelson@usmc.mil,
  DSN (808) 257-2650.

5.b. Request individual commands forward G-3 or S-3 POC information
to the SNCOA POC as soon as identified. Specific seminar and
  regional SNCOA information can be obtained at the following website:
  https://slant.usmcu.edu/ceme.

6. Released authorized by lieutenant General Lewis A. Craparotta,
  Commanding General, Marine Corps Training and Education Command./